



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

ASSIGNMENT & UTILIZATION OF PERSONNEL

Effective Date: September 1, 2002

Policy #: HR-02

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- I. PURPOSE:** This policy provides guidelines for the assignment of personnel based on job classification without regard to gender.
- II. POLICY:** Employees are to be assigned duties based on required qualifications. Duties may not be assigned on a gender-based decision. Consideration for gender-based assignments may be approved for special circumstances as outlined in the procedure section of this policy.
- III. DEFINITIONS:**
 - A. Class – Classification
- IV. RESPONSIBILITIES:**
 - A. Individuals possessing the authority to assign duties will do so without regard to gender.
- V. PROCEDURE:**
 - A. Assignments based on gender are allowed only where authorized by the treatment plan, where the privacy rights and basic dignity of the patient require such consideration, or where authorized by bona fide occupational qualification exception.
 - B. Duties must be assigned based on matching the needs presented by a particular situation and the qualifications/capabilities required for a position and/or class.
 - C. Except as provided above, supervisors will consider the stated qualifications and abilities of the position/class being assigned without regard to the sex of the individual who occupies the position when making work assignments.
- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Hospital Administrator
- VIII. RESCISSIONS:** # HI-02, *Assignment and Utilization of Personnel* dated November 1, 2001; Policy # 12-04A.091891, *Assignment and Utilization of Personnel* date of origin March 14, 1980 – revised and approved November 1991, June 1993, and April 1994.
- IX. DISTRIBUTION:** All hospital policy manuals

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XII. ATTACHMENTS: None

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Rhonda Klima Date
Acting Director of Human Resources